

**State of Illinois
COVID Integrated Form/Peel Off Label Test Form
Request for Proposals**

Answers to Prospective Respondents' Questions

Design/Layout

#1 Question – Is the label 1" x 1" in all scenarios?

Answer – Yes. The label must be 1x1 and be moisture proof. The label will have printed and handwritten content.

#2 Question – There is no size on the printed and barcoded integrated label Appendix C. it appears that the barcode area and entire square is the label. What is that size?

Answer – The barcode can use no more than 0.4" in the top part of the 1" x 1" label.

#3 Question – Would you consider other options for this? Would rolls be an option?

Answer – Z-fold would be an option. We could use rolls if they could be re-spooled after printing. In the scenario of DPH printing on our own, we do not have an ability to re-spool the printed labels. If the provider pre-printed and sent us the spools, we could work with those.

#4 Question – What data is to be imaged in the "bar code area", be it on the Integrated product or the 40 up sheet?

Answer – The bar code area will contain a 1d CODE 39 bar code and a lab accession number. Here is an example although ours will be differently formatted.



#5 Question – What is imaged on the integrated form?

Answer – The peel-off labels will contain a bar code and accession number in the top 0.4”. The bottom 0.6” will contain lines that bound spaces for a date of birth and person’s initials to be handwritten. The remainder of the form will be places for handwritten data such as patient name, patient date of birth, patient address, insurance information, and surveillance questions.

#6 Question – There was no explanation of the “Moisture Proof” requirement. Does it refer to the face stock or the adhesive? This information is needed to know what type of material is required since a paper face stock is not moisture proof whereas a vinyl is and a higher priced material.

Answer – Our requirement refers to the face stock. The use case for these labels is that they will be applied to lab vials in the outside elements at testing sites during all weather types. They are then transported to labs where temperature variations will result in additional condensation. Neither the printed content nor the handwritten content can smear or run as a result.

Use

#1 Question – How would the 40-label sheet be utilized?

Answer – The 40 label sheet will be pre-printed with lab accession numbers and bar codes out of our medical operating system. They will then be distributed to 24 different sites for use during the COVID test specimen collection process. When a patient arrives for testing, a label will be scanned into the system for the patient. The tester will hand-write the patient’s date of birth and initials on the label then place the label on the test vial. Since one sheet has 40 labels, that sheet will allow for 40 tests before needing to switch to the next sheet.

#2 Question – Will the labels be applied indoors?

Answer – The majority of labels will be applied in the outdoors setting. Some sites operate in tents and a few may be indoors over time.

#3 Question – If we provide a printed document, will it be filled out by hand? By who?

Answer – The printed documents will be distributed to 24 test collection sites that operate mostly in the outdoor environment. Workers at the test collection sites will write patient data on the form and the peel-off label. The label will then be scanned into our operating system and placed on the vial before it is transported to the lab for the test result process. Workers filling out the forms and labels are typically Phlebotomists.

#4 Question – What will labels be applied to and exposed to?

Answer – Labels will be applied to lab test vials. The specimens are collected at 24 sites across Illinois primarily in an outdoors environment. The labels will need to keep print integrity of the CODE 39 or QR barcode as well as allow for handwritten information.

Locations

#1 Question – Where are the 5 locations the forms are shipped to?

Answer – The 5 locations are dependent on the State’s needs, but respondents should consider the cities listed below:

- Springfield, IL
- Chicago, IL
- Bloomington, IL
- Harwood Heights, IL
- East St. Louis, IL

Miscellaneous

#1 Question – Would you consider other options for this? Would rolls be an option?

Answer – Z-fold would be an option. We could use rolls if they could be re-spooled after printing. In the scenario of DPH printing on our own, we do not have an ability to respool the printed labels. If the provider pre-printed and sent us the spools, we could work with those.